

Candidate and Political Committee Instructions



Navajo County Election Services
100 E. Carter – P.O. Box 668 Holbrook, AZ 86025
(928) 524-4062 or (800) 668-3867 Option #3

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Attention Candidates!

The information provided by the Navajo County Elections Office is furnished only as a convenience for the candidate(s), and it is ultimately the candidate's responsibility to make him or herself aware of all filing requirements and provisions of Arizona law applicable to candidates seeking public office.

Title 16 and Title 19 of the Arizona Revised Statutes contain many of the laws pertaining to elections and candidates.



Step #1

The first thing you should do after reviewing these instructions, is open (left click) the



“Important Information” icon.

The folder contains the following items:

- Election Calendars for the August Primary and the November General Elections. These calendars contain important dates that you should familiarize yourself with.
- A Candidate Filing Checklist is also included for your convenience. This form is used to ensure that you have filed each document on time and have filled the document out correctly.
- Signature requirements for all County offices, Special Taxing District offices (Special District signature requirements may not be available until June 2014) and Precinct Committeemen signature requirements.

Each one of these forms can be printed out or viewed on your computer screen. Familiarize yourself with the contents of each form as important information such as filing deadlines are contained in these documents.

Step #2

Once you have familiarized yourself with the documents found in the “Important Information” section, the next step is to click on your browser’s “Back” button to return to the main menu of

the Candidate Packet. Then open (left click) the



“Instruction Manuals” icon.

The folder contains the following items:



- ***Candidate & Political Committees Handbook*** – Produced by the Arizona Secretary of State, this publication explains requirements for federal and state candidates as well as political committee requirements. Important filing dates and deadlines are also included.
- ***Financial Disclosure Statement Instructions*** – Produced by the Arizona Secretary of State, this handbook aids in the understanding of filing requirements for Financial Disclosure Reports as a candidate and as a public officer in Arizona.
- ***Campaign Finance Handbook*** – This publication contains excerpts from a manual produced by the Arizona Secretary of State. It contains information regarding the Campaign Finance laws of the State and also helps candidates and committees understand the filing requirements for campaign finance.
- ***Special Taxing District: Additional Candidate Information*** – This document contains important information for those candidates wishing to run for elected office in a Special Taxing District.
- ***Precinct Committeemen: Additional Candidate Information*** - This document contains important information for those candidates wishing to run for Precinct Committeemen of a recognized party.

Each one of these manuals can be printed out or viewed on your computer screen. Familiarize yourself with the contents of each manual as important information such as filing deadlines are contained in these documents.



Step #3

Once you have read the manuals, the next step is to click on your browser's "Back" button to return to the main menu of the Candidate Packet. The next two icons,

 Campaign Finance and  Maps, contain information that is specific to certain candidates.

Campaign Finance – For those candidates who have filed a Statement of Organization, this section contains forms and other information to help you meet the Campaign Finance reporting requirements. It contains a list of reporting dates for Campaign Finance documents, Contribution Limits for donors, a "No Activity Statement" and a "Political Committee Termination Statement".

Maps – Includes maps of each County Supervisorial District and Justice of the Peace Precincts to help those candidates running for those offices to see which areas of the County are covered by their respective district.

Step #4

Once you have familiarized yourself with the Manuals, Maps and Campaign Finance information, the next step is to fill out and file the specific forms that are required for the office you are seeking. Click on your browser's "Back" button to return to the main menu of the Candidate

Packet. The next five (5) icons



contain specific forms for the type of candidate you are.


Please make sure you have selected the right section before filling out or printing any forms


- **Partisan Forms.** This folder contains all of the forms you will need to file in order to run for office on a parties ticket in the primary or general elections.
- **Non-Partisan Forms.** This folder contains all of the forms you will need to file in order to run for office for a position which is non-partisan (mainly special districts such as fire boards, school boards, etc.).
- **Other Than By Primary Forms.** This folder contains all of the forms you will need to file in order to run for office as an Independent or as a member of a non-recognized party in a partisan race.
- **Write-In Candidate Forms.** This folder contains all of the forms you will need to file in order to become a write-in candidate for either a partisan or non-partisan position in either the primary or general elections.
- **Precinct Committeemen.** This folder contains all of the forms you will need to file in order to become a precinct committeemen for your party.



Step #5

If you are filing as a Partisan or Non-Partisan Candidate, the process for filing your documents is essentially the same. The only difference is the forms that are used by each type of candidate. The following instructions illustrate how to file as a Partisan Candidate.

Non-Partisan Candidates for offices in a Special Taxing District (i.e. Fire District, Road District, Water District, etc.) should now refer to the Special Taxing District: Additional Candidate Information document in the Instruction Manuals section  .

Candidates for Precinct Committeemen should now refer to the Precinct Committeemen: Additional Candidate Information document in the Instruction Manuals section  .

If you are filing as an Independent or from a party which is not recognized in the State, you will follow the same filing procedure as the partisan candidates, except the forms you will use will be found in the “Other Than By Primary Forms” Folder (see “Additional Information” at the end of these instructions).

Write-In Candidate filing instructions will closely follow the Partisan Candidate instructions (see “Additional Information” at the end of these instructions).

Step #6

Open (left click) the



“Partisan Forms” icon.

All candidates for any office, may file a \$500 Threshold Exemption Statement or a Political Committee Statement of Organization as the first step in the filing process.

Either of these forms may be completed and filed with the Elections Office before you can collect any signatures on a nomination petition, accept any contributions or make any expenditures related to your campaign.

- The \$500 Threshold Exemption Statement is for those candidates who intend to receive or expend less than \$500. This form is fairly simple and most candidates opt to quickly fill out this form and file it so that they can begin collecting signatures on their nomination petitions. If you file this form it does not limit you to \$500 for your entire campaign, you may return and file a Statement of Organization within five (5) business days after receiving or expending money over the \$500 limit.
- If you intend to collect or expend more than \$500 over the course of your campaign, you may consider filing the Political Committee Statement of Organization instead of the \$500 Threshold Statement. This way you may avoid having to return and file a Statement of Organization later.



Step #7

These forms require Adobe Acrobat Reader in order to view and print them correctly.

Determine which form (\$500 Threshold Exemption or Statement of Organization) you will use and then open (left click) the selected form.

Instructions for filling out each form are included on the following pages of these instructions.



\$500 Threshold Exemption Statement

This form is setup so that many of the required fields are highlighted. You may click on each field and type in the appropriate information. It may be a good idea to print two (2) copies, one to file and one to keep for your own records.

1. Click on the “Candidate Committee” check box at the top of the form, the box should be checked.
2. Click on the Name of candidate and enter your full name.
3. Click on the Address, City, Zip Code fields and enter the information for your mailing address.
4. Click on the phone number field and enter your phone number.
5. Click on the Office field in the Candidate Committee box and enter the office for which you are running (i.e. Justice of the Peace Precinct #1). Refer to the Signature Requirements document in the Miscellaneous Information folder for the names of each County office that is scheduled for an election.
6. Click on the Election Cycle field in the Candidate Committee box and type in the month and year of the election for the office that you are seeking (i.e. November 2014).
7. Do not enter any information into the Political Committee box or the ID # box.
8. Type in the full name of the candidate in the Printed Name of the Candidate field.
9. Click on the printer icon on the toolbar at the top of the document. Check to make sure the document covers an entire 8 ½ x 11’ sheet of paper (Actual size – don’t “Fit to Page”) and print out the completed form. Print out a second copy if you would like one for your records.
10. The completed form must be signed and dated by the candidate and then filed with the Elections office.

*** It is the candidate’s responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.**



Political Committee Statement of Organization

This form is setup so that many of the required fields are highlighted. You may click on each field and type in the appropriate information. It may be a good idea to print two (2) copies, one to file and one to keep for your own records.

1. Click on the highlighted field to the left of the words “Initial Registration”. The box should be checked.
2. Do not type any information into the ID # field.
3. Click on the following fields (if applicable) and fill in the appropriate information: Name of Political Committee, Date, Address, City, State (2 letter abbreviation), Zip, Mailing Address (if different from above) City, State, Zip, Committee Telephone #, Committee Fax #, and Committee E-Mail Address.
4. Fill out all other information in the Sponsoring Organization Section if applicable.
5. Click on the field to the left of the words “Candidate’s Campaign Committee”. The box should be checked.
6. Continue to completely fill out the rest of the form, front (page 1) and back (page 2).
7. Once the form is completely filled out, click on the printer icon on the toolbar at the top of the document. Check to make sure the document covers an entire 8 ½ x 11’ sheet of paper (Actual size – don’t “Fit to Page”) and print out the completed form. Make sure the form you printed out is double sided, page 1 on the front and page 2 on the back. Print out a second copy if you would like one for your records.
8. The completed form must be signed and dated by the candidate, the committee and the committee treasurer. Once signed, the form is then filed with the Elections office.


*** It is the candidate’s responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.**



Step #8 - Nomination Petition

Now you may begin collecting signatures on a nomination petition.

Open (left click) the document labeled “Nomination (Signature) Petition Printing Instructions”. Follow the instructions provided to ensure that you are printing out the form correctly.

Refer to the 2014 Signature Requirements document located in the Important Information Section  for the number of signatures required for each office. If the office for which you are running is not listed on this form, please contact the Elections office and the information will be provided to you.

* It is the candidate's responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.



Step #9

Once you have collected enough signatures on a nomination petition(s), you may complete the rest of the necessary documents in order to file them with the Elections Office before the filing deadline for each election.

Along with your completed Nomination Petitions, you will have to provide a Financial Disclosure Statement and a Nomination Paper.

All three (3) of these documents must be filed together before the filing deadline. The Elections Office will not accept your forms unless you have all three documents with you at the time of filing.

Candidates will be taken on a first-come, first-served basis. The Election office staff process all nominating papers presented before 5:00 p.m., the same day they are brought in. Please be prepared to wait into the evening, if necessary. Avoid the wait by filing early in the candidate filing period.



Financial Disclosure Statement

Open the Financial Disclosure Statement form by left clicking on the icon labeled “Financial Disclosure Form” in the Partisan or Non-Partisan Forms folder.

This form is setup so that many of the required fields are highlighted. You may click on each field and type in the appropriate information. You may not save an electronic copy of the document, but you may print it out a keep a copy for your records.

Instructions for filling out this form can be found in the Instruction Manuals section of the Candidate Packet.

*** It is the candidate's responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.**



Nomination Paper

Open the Nomination Paper form by left clicking on the icon labeled “Partisan Nomination Paper” in the Partisan Forms folder.

This form is setup so that many of the required fields are highlighted. You may click on each field and type in the appropriate information. It may be a good idea to print two (2) copies, one to file and one to keep for your own records.

- The Partisan Nomination Form is to be used for all candidates seeking nomination by a political party for a particular office.
- For those candidates wishing to run for office who are not affiliated with a recognized party in the State of Arizona (i.e. Independents or other political parties), you will fill out the form found in the Other Than by Primary Forms section, labeled “Other Than By Primary Nomination Form”.
- For those candidates who are running for an office which is not affiliated with any parties (i.e. School boards, fire boards, other special districts), you will fill out the form found in the Non-Partisan Forms section, labeled “Non-Partisan Nomination Form”



Nomination Paper

Open the Nomination Paper form by left clicking on the icon labeled “Partisan Nomination Paper” in the Partisan Forms folder.

This form is setup so that many of the required fields are highlighted. You may click on each field and type in the appropriate information. It may be a good idea to print two (2) copies, one to file and one to keep for your own records.

- In the field which asks you which precinct you live in, type in the name of the Voting Precinct in which you live. This information is found on your Voter Registration Card or can be obtained by calling the Elections Office at (800) 668-3867.
- In the gray section of the form, fill in your name exactly how you want it to appear on the ballot. Refer to A.R.S. § 16-311 for guidelines on acceptable names, nicknames and abbreviations.
- This form must be notarized before it can be accepted.

* It is the candidate’s responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.



Additional Information

Other Than By Primary Nominations (Independents and Others)

Other Than By Primary Candidates or candidates that are either not affiliated with any recognized party or affiliated with a non-recognized party, are required to file the same documents as partisan candidates. Make sure you have selected the Other Than by Primary Forms section when filling out and printing forms.

Be aware that the signature requirements for each office will be found in the “Other” section of the Signature Requirements sheet.

* It is the candidate's responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.



Additional Information

Write-In Candidates

Candidates who have missed the filing deadline to run for office, can still mount a campaign and are required to run as Write-In candidates. Write-In candidates are required to file the same documents as normal candidates with the exception of the Nomination Petitions.

* It is the candidate's responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.

Additional Questions



If you have any additional questions or need further instructions or assistance, please feel free to contact the Navajo County Election Services Office.

Office Hours: Mon. – Fri. 8:00 a.m. – 5:00 p.m.

Navajo County Complex - 100 E. Code Talkers Dr., Holbrook, AZ 86025

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If you are calling after Office Hours, please leave a message and we will try to return your call as soon as possible.